

Human Resources Training Division

Christopher L. Walter, SR HR Administrator

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November ~ December 2012

Please be sure that you include your agency, phone number and email address in the request when registering.

Thank you. Email: training@franklincountyohio.gov

Thursday, November 1 - 8:30 - 11:30

Sexual Harassment Awareness - E220.115 Core Class

This workshop discusses the legal definition of sexual harassment, reviews the BOC Anti-Harassment policy, and addresses the employee's rights and responsibilities in working in a discrimination-free environment.

Meeting Room B, 25th Floor 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Thursday, November 1 - 9:00 - 12:00

Women's Ways of Leadership - E490.022

Identify and affirm individual strengths that support your leadership roles and professional aspirations.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Tuesday, November 6 - 8:30 - 11:30

Assert Yourself - Building Assertive Communication Skills - E258.005

Explore the spectrum of passive, assertive and aggressive behaviors while incorporating proven assertive communication techniques in your workday.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Tuesday, November 6 - 9:00 - 12:00

Stress for Success - E410.001 *New Class*

Stress and pressure is evident in almost all aspects of life these days. With the increase of stress we have seen an increase in physical health issues, absenteeism, and a decrease in productivity. It's now important for both employees and employers to manage stress effectively in order to maintain success. This highly interactive workshop teaches participants stress-reducing techniques while they engage in fun, team-based activities that help them distress as they participate.

HR Training Room, 25th Floor, 373 S. High St

Open to all Staff - Trainer, Liz Manns

Wednesday, November 7 - 9:00 - 12:00

Quick What Do I Do Leadership - S284.002

This leadership class can give you a start if you are new or reinforce the things you already know to help you build your leadership confidence.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Thursday, November 8 - 8:30 - 11:30

Stress Management - E262.100

Are you S-T-R-E-S-S-E-D O-U-T? Deadlines, increased expectations, environmental issues, traffic jams, health issues, life-changing events, we have all experienced it... some form of Stress! The critical difference between positive and negative stress lies in the way we perceive and deal with each potentially stressful situation. This stress management class provides a wealth of practical techniques to help you identify your stressors and effectively manage your responses.

HR Training Room, 25th Floor 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Tuesday, November 13 - 8:30 - 11:30

Violence in the Workplace - E230.092 Core Class

This workshop will focus on identifying workplace violence prevention and intervention strategies. Attendees will learn to identify concerning behaviors, develop communication skills to diffuse difficult situations, review resources developed to Meeting Room B, 25th Floor 373 S. High St.
Open to all Staff - Trainer, Theresa Ferguson

Wednesday, November 14 - 8:30 - 11:30

Keys to Your Next Promotion - E455.030

Learn how to sell yourself and write a personal mission/ vision statement. Learn how to dress for success. Learn how to become an asset to your organization. Learn to communicate effectively with difficult people and in difficult situations. Learn how to conduct business meetings properly. Learn the basic rules for becoming an effective team leader. Learn the basic rules of business etiquette.
HR Training Room, 25th Floor 373 S. High St.
Open to all Staff - Trainer, Theresa Ferguson

Wednesday, November 14 - 2:00 - 3:00

On Your Mark! Get Set! SAVE! - E500.001 *New Class*

Times are tough and saving money is on everyone's mind these days. Couponing is a great way to save hundreds of dollars each month, and yet many people are too overwhelmed to even try. We will help break down the process into manageable and easy-to-follow steps to get you started on the path to saving money. The class will cover the basics, from getting organized to completing your first shopping trip with success. Spend less...save more!
HR Training Room, 25th Floor, 373 S. High St
Open to all Staff - Trainer, Liz Manns & Assistant, Amanda Miller

Thursday, November 15 - 9:00 - 12:00

Multicultural Awareness - E210.110 Core Class

Study cultural differences and biases, and learn how to promote better communication with everyone.
Training Room 132C, Northland Opportunity Center, 1721 Northland Park Ave.
Open to all Staff - Trainer, Theresa Ferguson

Thursday, November 15 - 9:30 - 10:30

On Your Mark! Get Set! SAVE! - E500.002 *New Class*

Times are tough and saving money is on everyone's mind these days. Couponing is a great way to save hundreds of dollars each month, and yet many people are too overwhelmed to even try. We will help break down the process into manageable and easy-to-follow steps to get you started on the path to saving money. The class will cover the basics, from getting organized to completing your first shopping trip with success. Spend less...save more!
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Open to all Staff - Trainer, Liz Manns & Assistant, Amanda Miller

Tuesday, November 20 - 8:30 - 11:30

Supervisor Spotlight: Power Up Performance - S280.003

Learn how to POWER-Up your employees' productivity and motivational levels.
Meeting Room B, 25th Floor, 373 S. High St.
Open to Supervisors & Aspiring Supervisors - Trainer, Theresa Ferguson

Tuesday, November 20 - 9:00 - 12:00

Ethics - E240.117 Core Class

Learn about the Ohio Ethics Law, related statutes, and the intent and application of the law as it relates to Franklin County Government.
HR Training Room, 25th Floor, 373 S. High St.
Open to all Staff - Trainer, Liz Manns

Wednesday, November 21 - 8:30 - 11:30

Keys to Workplace Success - E450.011

Do you have the desire to become more successful? Are you ready to take your career to the next level? Are you ready to accelerate your abilities and discover keys to your success in the workplace? If you answered YES to one or more of these questions, this motivational workshop is right for you!
HR Training Room, 25th Floor, 373 S. High St
Open to all Staff - Trainer, Theresa Ferguson

Tuesday, November 27 - 8:30 - 11:30

Multicultural Awareness - E210.108 Core Class

Study cultural differences and biases, and learn how to promote better communication with everyone.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Tuesday, November 27 - 9:00 - 12:00

Talking from 9 to 5 - E415.001 *New Class*

This workshop will have a dramatic impact on those who are struggling with co-workers, jobs, and organizations—and will help individuals as well as agencies thrive in a working world made up of increasingly diverse work forces and ever more competitive work environments. Participants will be introduced to the “gender differences” research of Dr. Deborah Tannen as we explore how women’s and men’s conversational styles affects who gets heard, who gets credit, and what gets done at work.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Wednesday, November 28 - 8:30 - 11:30

Enhance Your Listening Skills - E257.024

Listening is a skill that all employees need to master. In this class you will gain an understanding of what your peers are really saying so that you can minimize future problems and uncover opportunities for professional growth.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Wednesday, November 28 - 9:00 - 12:00

Customer Service Connection - E285.109 Core Class

Public Service Officials are charged with delivering quality services and treating customers with professionalism and respect. This informative workshop will demonstrate how to achieve extraordinary customer relations. You can make a difference!

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Thursday, November 29 - 8:30 - 11:30

Becoming an Effective Leader - S332.021

Discover 10 power points on how to become a successful leader.

Meeting Room B, 25th Floor, 373 S. High St.

Open to Supervisors & Aspiring Supervisors - Trainer, Theresa Ferguson

Thursday, November 29 - 1:00 - 3:00

FMLA & Absence Management - S226.003

This workshop provides hypothetical situations through which participants can discuss leave issues and explore processes and solutions. It will also help supervisors see how the Human Resources Team can provide assistance, advice and tools to help manage leave issues.

HR Training Room, 25th Floor, 373 S. High St.

Presented by, Lori F. Torriero, Esq. Asst. Director and Admin Counsel

Friday, November 30 - 9:00 - 12:00

Everyday Creativity - E510.004

This insightful class will give you a fresh perspective on how to tap into your creative abilities, incorporate creativity into your workday and increase your motivation level.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Tuesday, December 4 - 8:30 - 11:30

The People Puzzle - E253.020

Have you ever wondered why you seem to get along well with some coworkers and not with others? Do you wonder why some people say one thing and do the complete opposite? This informative workshop will help you improve and develop your working relationships with coworkers through understanding personality and communication styles.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Tuesday, December 4 - 9:00 - 12:00

Freedom From Job Burnout - E266.015

Learn the causes, symptoms and various stages of job burnout. This motivational workshop explores realistic behavioral changes and creative techniques to help you gain freedom from job burnout!

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Wednesday, December 5 - 8:30 - 11:30

Ethics - E240.116 Core Class

Learn about the Ohio Ethics Law, related statutes, and the intent and application of the law as it relates to Franklin County Government.

HR Training Room, 25th Floor, 373 S. High St.

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Thursday, December 6 - 8:30 - 11:30

Coaching for Improved Performance - S210.023

In this workshop participants will learn a systematic coaching process to assess employee performance and encourage improvement. Participants will practice how to motivate team members, express clear performance improvement goals, organize and set priorities and review how the mediation plan works.

Meeting Room B, 25th Floor 373 S. High St.

Open to Supervisors & Aspiring Supervisors - Trainer, Theresa Ferguson

Thursday, December 6 - 9:00 - 12:00

The Attitude Day Spa - E260.603

Phone calls, meetings, projects, files, too much to do. Stop! Check in for a day of pampering at "The Attitude Day Spa," a complete onsite training program for better stress management, self-esteem, and techniques for staying positive at work. Information is presented in a humorous and relaxed style. Spa treatments (hands-on activities) are used to reinforce learning points.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Friday, December 7 - 9:00 - 12:00

Violence in the Workplace - E230.094 Core Class

This workshop will focus on identifying workplace violence prevention and intervention strategies. Attendees will learn to identify concerning behaviors, develop communication skills to diffuse difficult situations, review resources developed to support workplace violence prevention, and learn how to report concerns.

Training Room 132A, Northland Opportunity Center, 1721 Northland Park Ave.

Open to all Staff – Trainer, Liz Manns

Tuesday, December 11 - 8:30 - 11:30

Customer Service Connection - E285.108 Core Class

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Tuesday, December 11 - 9:00 - 12:00

M.E.E.T on Common Ground - S437.902

We all are unique individuals with our own gifts, skills, concerns and perspectives. These elements are part of what make us special, but sometimes can set us apart from our co-workers. It's important to find common ground given our differences, and to strive to treat everyone with respect. Attend this new workshop and learn the four steps in the M.E.E.T. model to help promote a "mutual respect" working environment.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Wednesday, December 12 - 9:00 - 12:00

Co-Manage Performance Using an Individual Development Plan IDP - S550.103

Setting goals is central to achieving success, whether at work or in our personal lives. This workshop introduces an IDP template for co-managing performance to effectively apply goal setting principles at work and/or in your personal life. This professional growth course is open to all county employees.

HR Training Room, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Wednesday, December 12 - 8:30 - 11:30

Get Ready, Get Set, Get Organized - E293.015

Learn and practice effective techniques to create order out of disorder.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Thursday, December 13 - 8:30 - 11:30

Progressive Discipline - S340.026

Progressive discipline is a method of attempting to correct work deficiencies through counseling, warning, reprimand or other forms of remedial action. These options must be applied in a manner, which is appropriate to the employee's behavior, and the circumstances surrounding that behavior.

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Open to all Staff - Trainer, Theresa Ferguson

Thursday, December 13 - 9:00 - 12:00

Sexual Harassment Awareness - E220.116 Core Class

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Open to all Staff - Trainer, Liz Manns

Tuesday, December 18 - 8:30 - 11:30

The Power of Positive Reinforcement - E255.014

This workshop will help create awareness of the strong need people have for positive reinforcement. As well as help you better understand how to use positive reinforcement to improve relationships and reward behaviors.

Meeting Room B, 25th Floor, 373 S. High St.

Open to all Staff - Trainer, Theresa Ferguson

Tuesday, December 18 - 9:00 - 12:00

Violence in the Workplace - E230.093 Core Class

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HR Training Room, 25th Floor 373 S. High St.

Open to all Staff - Trainer, Liz Manns

Wednesday, December 19 - 8:30 - 9:30

Ethics Refresher - 241.121

Ethics is a necessary part of the decision-making process for every Franklin County manager, supervisor, and employee. In this one-hour ethics refresher course, employees examine three important aspects of ethical decision making: appearance, documentation, and opportunity.

Meeting Room B, 25th Floor, 373 S. High St

Open to all Staff - Trainer, Theresa Ferguson

Wednesday, December 19 - 9:00 - 12:00

The Leadership Secrets of Santa Claus - S515.001 *New Class*

Get into the holiday spirit and hone your leadership skills to be a leader everyone can believe in! This workshop will help you find the leadership traits of Santa Claus in each of us. Topics will include: getting the big things done all year long; how to focus on our mission, clients and employees; and how to plan your work, work your plan and make the most of what we have. After all, to survive and prosper, your team, department and agency must be able to achieve big things each year and you can't get those big things done without effective leadership.

HR Training Room, 25th Floor, 373 S. High St.

Open to Supervisors - Trainer, Liz Manns

Thursday, December 20 - 9:00 - 12:00

Multicultural Awareness - E210.109 Core Class

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Open to all Staff - Trainer, Liz Manns

“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.”

